CITY OF KENT POSITION DESCRIPTION

Position Inventory Number: PW515			
Classification Specification: PUBLIC WORKS ACCOUNTING MANAGER			
Salary Range: NR42 – Management Benefits Level B			
Position Description: Public Works Accounting Manager			
Incumbent:			
Location: Public Works Department - Administration			

GENERAL PURPOSE:

Under the direction of the Public Works Director, plan, organize, coordinate, and manage the Public Works Department accounting and reporting systems in compliance with GAAP, GASB, BARS, Kent's labor agreements, and the financial policies of the City; train, supervise, assign, and review the work of assigned personnel; and assure efficient and effective functioning of the Accounting Services Section

Work is characterized by management, administrative, and supervisory functions involved in managing the day-to-day operations of the Accounting Services Section. The incumbent directly supervises employees in the Accounting Services Section; and carries out supervisory responsibilities in accordance with the organization's policies and procedures as well as applicable laws. The incumbent's responsibilities include, but are not limited to, interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving conflicts and grievances; and recommending termination as appropriate. The incumbent is also responsible for the maintenance and review of the Public works Department accounting processes and procedures to ensure efficiency and compliance with applicable federal, state, and local laws, regulations, policies, accounting procedures and the City's labor agreements.

Work is performed under managerial direction. The Manager provides the employee with assignments in terms of broad practice, precedents, policies, and goals. Work may be reviewed for fulfillment of program objectives and conformance with departmental policy, practice, and/or objective.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Manage the Accounting Section of the Public Works Department by planning, organizing, and directing the daily activities and workflow of assigned personnel to ensure accurate accounting and reporting of Public Works Financial transactions including, but not limited to, general ledger, payroll, accounts payable, accounts receivable, budgeting, grant funding, mitigation payments, and contracts; and provide leadership, motivation, mentoring, training, and direction to the assigned work group.

Directly supervise employees, which includes interviewing, training, and hiring employees; planning, assisting, directing, and evaluating work in progress and upon completion; appraising performance; recommending promotion and disciplinary actions; addressing complaints; resolving problems; approving/scheduling sick leave and vacation time; and recommending terminations as appropriate.

Ensure the Public Works financial and accounting policies, procedures, and practices are in compliance with federal, state, and local laws, codes, and regulations; maintain conformance with GAAP, BARS, and GASB standards; and establish and/or document new or revised accounting principles and procedures as appropriate.

Review and approve journal entries and financial data for posting to the general ledger.

Responsible for the accurate recording of all Public Works financial transactions including accounts payable, accounts receivable, payroll, utility billings, and petty cash; and assure that data is timely and appropriate for various ledgers, journals, and reports.

Make financial forecasts; analyze and recommend fiscal and budgetary policies and alternatives.

Establish and maintain internal controls on grants to ensure compliance with state and federal regulations.

Review financial statements of the different sections and help managers read and interpret their financial statements; coach them on how to handle financial matters.

Maintain current knowledge of new City or State legislation as well as accounting, budgeting, and management principles.

Direct the documentation of the staff's duties and cross training in case of job vacancy or absence.

Manage the preparation of the department's capital and operating budgets.

Work with the Public Works Director to establish utility rates based on financial plans and capital improvements.

Review existing accounting systems for inefficiencies; streamline systems to maximize worker productivity.

Communicate with Finance and Information Technology Departments in order to assist in developing and implementing new accounting systems.

Supervise grant-billing preparation; work with funding agencies and auditors to ensure compliance while maximizing revenue.

Serve as the City and division representative at various meetings as required; participate on committees and deliver oral presentations as needed.

Become familiar with, follow, and actively support the mission, vision, values, and behavior statements of the City and department.

Position Description: Public Works Accounting Manager Page 3 of 5

PERIPHERAL DUTIES:

Perform related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

KNOWLEDGE OF:

- Generally Accepted Accounting Principles (GAAP)
- Government Accounting Standard Board Statement (GASB) Budgeting, accounting, and reporting system (BARS)
- Current trends, developments, laws, rules, and/or regulations related to municipal accounting
- Business and tax laws, rules, and regulations related to municipal accounting
- Principles and practices of supervision, organization, training, and performance evaluations
- Analysis of complex financial statements and reports
- Computer systems and applications related to accounting
- City organization, operations, policies, and objectives
- Technical aspects of Public Works billing and City accounting systems
- Grant accounting requirements and procedures

SKILLED IN:

- Applying principles and practices of leadership, teambuilding, motivation, and common sense management techniques
- Performing accounting system research and related analytical functions
- The operation of a computer terminal and complex spreadsheet programs
- Effectively communicating orally and in writing
- Correct English usage, grammar, spelling, punctuation, and vocabulary
- Effectively using interpersonal skills in a tactful, patient, and courteous manner
- Maintaining records and preparing special reports and projects as assigned
- Analyzing and maintaining complex financial systems
- Application of principles and practices of employee supervision and training

ABILITY TO:

- Exercise a high degree of independent judgment in problem solving and decision making of professional accounting duties
- Establish and maintain cooperative and effective working relationships with others
- Work effectively on several projects concurrently
- Define problems, collect data, establish facts, and draw valid conclusions; apply common sense understanding to solve practical problems
- Perform a wide variety of professional accounting duties
- Communicate effectively both orally and in writing
- Analyze and prepare a variety of complex records, reports, and other financial documents
- Read, interpret, apply, and explain codes, rules, regulations, policies, and procedures
- Work confidentially with discretion
- Analyze situations accurately and adopt an effective course of action
- Meet schedules and timelines
- Work independently with little direction
- Provide technical expertise and information regarding accounting principles, practices, and policies
- Develop, modify, and recommend improvements in existing accounting procedures and

introduce new procedures to expedite system

Provide advice and counsel to managers using tact and patience

EDUCATION AND EXPERIENCE REQUIRED:

Education: Bachelor's degree in Accounting, Finance, Public Administration, or related field;

and

Experience: Five (5) years of increasingly responsible experience in professional accounting

including at least one (1) year of supervisory experience.

LICENSES AND OTHER REQUIREMENTS:

- Washington State Driver's License, or the ability to obtain within thirty (30) days of employment
- Certified Public Accountant (CPA) is highly desirable

MACHINES, TOOLS, AND EQUIPMENT USED:

Typical business office machinery and equipment including, but not limited to, personal computer including spreadsheet and word processing software, printers, scanners, telephone, fax, copy machine, calculator, and overhead projector,.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; talk; hear; and use hands to finger, handle, or feel. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance; stoop, kneel, crouch or crawl; taste; and smell. The employee is occasionally required to lift and/or move in excess of 50 pounds. Specific vision abilities required by this job include close, distance, color, and peripheral vision; depth perception; and the ability to adjust focus.

WORKING CONDITIONS:

Work is performed in a typical office environment, subject to multiple interruptions by telephones and/or interoffice activities. While performing the duties of this job, the employee may be exposed to individuals who are difficult, irate or hostile. The noise level in the work environment is usually moderate in the office.

SIGNATURES:			
Incumbent's Signature	Date	Supervisor's Signature	Date

Position Description: Public Works Accounting Manager Page 5 of 5

Approval:

Department Director/ Designee Date Employee Services Director/Designee Date

** Note:

This document will be reviewed and updated annually at the time of the employee's performance appraisal; when this position becomes vacant; or, if the duties of this position are changed significantly.

Revised: 2/26/07